

3/24/66

	on hand	% of DDS ↓ Recds position in DDS (Sec-1st)	O/Log Destroyed	Trnsfd to Ctr	Disp on Ctr	On hand in Ctr
1965	5317	(15%) 2nd	3677	715	707	3008
1964	6172	(18%) 2nd	276	780,	875	3000
1963	6326	2nd	261	513	236	3095
1962	5336	3rd	168	428	292	2818
1961	4645	3rd	278	610	146	2682
1960	4942	"	308			
1959	4886	"	260			
1958	2467		211			

5.7 cu ft per person

On duty as of Feb 28, 1966 - employees Need new ~~xxxx~~ schedules, especially for Procurement and Supply Divs

Schedule Revisions

AD & top staffs revised in 1960

Log Services Div new done 1965

Printing Serv revised 1961

Procurement 1956 X

Real Est & Cons revised 1963

Supply 1956 X

 1960 X

1965

1961 X

Transportation Div 1960 X

From schedules

72 ft - perm 2.9%

2428 ft - temp 97.1%

2500 cu ft

212

2708

Filing equipment inventory June 1963

279 4-dr safes

22 5 dr "

45 2 dr "

180 5 dr cabs

29 4 dr "

6 2 dr "

28 map cases

22 Kardexes

60 card cabs varied

51 bookcases

8 oddities

In 1964 & 65 Log had a LIP Log Improvement Program tied in with suggestions we have some of their promotional material in file

O/Log initiated use of the Speed Letter and have had it overprinted twice for use by Contract Branch.

6172 3500 (11)
25 YEAR RE-REVIEW

What about?

Forms

combination of forms

requisition, shipping document
vouchers

Has Printing Services streamlined procedures lately

Equipment & supplies

any requisitions cancelled or changed

Mail room couriers

Reports survey being done

for file
Procurement Div 1956 schedule

Item 5 Contract File

for procurement-equip, supplies, research & services. Includes copies of requisitions, specs, invites to bid, tabs of bids, cert of awards, contracts, delivery info, corres & notification of final payment. also disposal of residual property.

774 conf
48.5 cu ft Temp to Ctr 1yr after payment.

Destroy after 11 yrs--chgd to 6 yrs in sep 65 GRS 3 (4)

6. Purchase Order File

Doc procurement by informal purchase thru govt or non govt sources. Contains initiating requisitions, specs, purchase orders, delivery info, corres & other pps. and turn in or disposal of prop.

127.0 Ret to Ctr & destroy after 11 yrs

a. Sales of Govt property Temp keep 7 - 11 yrs GS3 (4a)

1061 conf
Supply Div 1956

90 Voucher Files

copies of requisitions, shipping docs, IBM coding forms substantiating issue of material. Retire to Ctr after 6 mos.

Destroy in 4 yrs GRS 8 (4)

91 Receiving Voucher Files

Receiving docs re receipt of materiel for stock or delivery by voucher # GRS 8 (4)

92 Approved reports of inventory adj
footage & disp included in *10*

Transportation Div

(582) these will be merged w/ Supp. Div.
14 a Cargo Files

Record of shipment of mat by rail, sea & air to & from field

a. Outgoing Shipments

Shipping docs, requisitions, requests for shpmt, reqs for confirmation of booking, cables, dispatches, lists, bills of lading, etc. By cargo #

63.0 To FY 60 kept 10 yrs
after 60 # 4 yrs GS 9

b. Incoming shipment

copies of memos. ~~letters~~ letters, notifications, cable, dispatches etc documenting shpmt from fld Kept by #

Kept 10 yrs
after FY 60 kept 4 yrs

0/100
Cost to Create of Paper \$1,774,212
Cost to keep of Paper \$34,518.75
at CTR 134,000
in 1975 33,117.01
To Service + Stock all of 1975 \$319,717.76

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